



# City of Milpitas

## Announces a job opportunity for **Public Works Manager**

**Annual Salary Range:** \$104,162 – \$135,472

**Final Filing Date:** October 30, 2015

### **About the Position**

The Public Works manager position receives general direction from the Public Works Director. Primary responsibilities of the position will be to direct, plan, organize, supervise, coordinate, and evaluate the maintenance operations of the Public Works Department including streets, utilities, facilities, parks, fleet, and street landscape maintenance; provide high level staff and technical support relative to departmental maintenance operations; assist in the determination of overall policy for the department and individual functions; ensure all activities are performed in compliance with all applicable regulatory, operational, procedural and budget guidelines; and coordinate necessary activities with other City departments, outside agencies and the general public.

This position is a management position which will oversee up to 20 public works staff comprised of various maintenance worker classifications. The incumbent should have solid experience in personnel management, day to day operations and contractual management. Experience in budget preparation and work order management is highly desirable.

**Examples of Duties** - duties may include, but are not limited to, the following:

- Direct, oversee and participate in the development of the department work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Ensure safe, efficient, and effective compliance with local, state and federal laws, rules and regulations.
- Direct the preparation of a variety of studies and reports relating to current and future public infrastructure, facility, and utility operation needs, including equipment and repair needs; develops specific proposals and recommendations to meet these needs; provides technical assistance to staff.
- Assist in the deployment and coordination of personnel and equipment in emergency situations.
- Confer with department personnel, other appropriate City staff, and other agencies with regard to projects and special events.
- Prepare reports and make presentation to the City Manager, City Council, or other commissions.
- Prepare the division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing; equipment, materials and supplies; administer the approved budget.

### **Minimum Qualifications**

#### **Education:**

Completion of High School, supplemented by professional development activities such as training classes or specialized programs related to the maintenance or management fields. An Associates Degree is highly desirable. Additional qualifying experience may be substituted with education on the basis of one year for 30 semester, with a maximize 2 years substitution.

#### **Experience:**

Eight years of increasingly responsible experience involving the construction and maintenance of a variety of public facilities and equipment including two years of significant supervisory responsibilities.

#### **License and Certificates:**

Possession and maintenance of valid California Driver's License is required.

#### **Special Requirements**

*Essential duties require the following physical abilities and work environment.*

Typically, work is performed in an office environment and at construction sites; exposure to outdoor elements; extensive use of the telephone and radio; repetitive keyboarding on a computer; ability to walk on uneven ground; sit for extended periods; maintain concentration and focus for extended periods; drive daily to various locations within and outside the City of Milpitas; ability to work safely in a hard-hat construction zone; some exposure to construction related chemicals and products.

### **Selection Process**

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

### **To Apply**

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) or [www.calopps.org](http://www.calopps.org) to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application by the filing date.

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Employment, Job Specs) or from Human Resources - (408) 586-3090. The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

### **Salary and Benefits**

The City provides an excellent array of benefits that includes the following:

- Retirement - In compliance with AB340, CalPERS retirement formula is either 2% at age 62, or 2% at age 60, subject to an individual's eligibility and applicable pension reform law.
- Vacation - 16 days per year to a maximum of 36 days per year.
- Sick - 12 days per year
- Holidays - 13 days per year
- Health Insurance - Multiple plans
- Dental and Vision - City paid.
- Life insurance - City paid \$50,000 life insurance. Long and short-term disability coverage.
- 457 (b) Deferred Compensation Plan - \$900 a year, City paid.
- Flexible Spending - Pre-tax medical and dependent care expense accounts

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

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<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>

